



DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

P.O. BOX 480
JEFFERSON CITY, MISSOURI 65102-0480

September 1, 2000

Revision:
Vocational Policy Letter

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TO: School Administrators

FROM: Nancy J. Headrick
Assistant Commissioner
Vocational and Adult Education

RE: Policies for Credit and Supervised Employment for
Approved High School Cooperative Vocational Education
Programs

The following policies apply to the operation of cooperative education as part of DESE approved vocational education programs:

1. The teacher/coordinator must provide both in-class related instruction and supervision of students' on-the-job training.
2. Students must be enrolled in both the class and the supervised employment simultaneously.
3. Training stations must be appropriate for the occupational area for which the program is designed.
4. There must be a written Instructional Management Plan (IMP) between the school and the training sponsor that identifies both in-class instruction and on-the-job training that the student will receive.
5. A current IMP must be on file for each student receiving cooperative education credit.
6. There must be a written training agreement between the school and the training sponsor which assures that students are employed and compensated in conformity with federal, state, and local laws and without regard to race, color, national origin, sex, or disability.
7. The credit awarded for on-the-job training should be 1 unit per school year for each 10 hours of employment per week. No more than 2 credits may be awarded for on-the-job training during a school year.
8. Teacher/coordinator employment contracts should include an additional week beyond regular teacher contracts for each twelve to fifteen cooperative education students so that counseling, placement, scheduling and training station development can be conducted.
9. The teacher/coordinator's schedule must include 225 minutes per week for each 12-15 cooperative students for supervision of on-the-job training.

10. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria.